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| **Job Title: Legal Claims Manager**  **Purpose:** An experienced fee earner (Paralegal, Litigation Executive, Legal Executive or Junior Solicitor) with a strong litigation background is required to run a caseload of Employer Liability and Public Liability claims on behalf of Nexus and its group companies, to support Solicitors with their workload, and to undertake a wide range of legal services and related functions in support of Nexus and its group companies. |



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| **EDUCATION** | **Essential (E) or**  **Desirable (D)** |
| Paralegal, Litigation Executive, qualified Legal Executive or Junior Solicitor (professional qualification, as appropriate) with recent experience of practice | E |

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| **SPECIFIC KNOWLEDGE** |  |
| Civil litigation and in particular handling employer liability and public liability claims | E |
| Comprehensive knowledge of the Civil Procedure Rules | E |

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| **EXPERIENCE, SKILLS & COMPETENCIES** | |
| Experience handling a varied caseload of claims covering all aspects of claims management from response to pre-action correspondence through to defence of issued claims including preparation of pleadings, disclosure, witness evidence and trial preparation and assessment of costs | D |
| Excellent communication skills (both written and verbal) | E |
| High level of attention to detail | E |
| Ability to forge strong relationships with the team’s client departments and third parties including insurers | E |
| Ability to liaise with and instruct external solicitors and Counsel and other related professionals engaged to provide legal services of a specialised nature | E |
| The ability to show initiative and work independently | E |
| Ensuring full compliance with Nexus’s internal protocols and policies and those of its Insurers | E |
| Strong analytical and investigation skills | E |
| The ability to become an integral part of an established team | E |
| Strong planning and organisational skills in order to meet deadlines | E |
| Effective negotiation and influencing skills | E |
| Business/ financial acumen | E |
| The ability to handle pressure and to manage a demanding workload according to competing business priorities | E |
| Effective document management | E |
| Legal research skills | D |
| Drafting skills | D |
| Experience of provision of general legal advice | D |
| Experience of dealing with cost management | D |